Policies and Procedures
Nursing and Therapy

As a health care professional, you are a vital part of our organization. The quality of nursing care that you deliver when working for our organization reflects on you as a professional as well as on Oasis Medical Staffing image. In addition, punctuality and attire are likewise important. The more competent and professional our staff is, the more opportunities Oasis Medical Staffing will have for its employees. The following are standards and expectations for all our staff:

1. All professional staff must abide by the Code of Ethics for professional nurses. If you feel there is something preventing you from giving the highest quality of care, please inform Oasis Medical Staffing immediately.

2. All practicing staff must abide by the Policies and Procedures outlined in each medical facility. If there is a concern about a policy/procedure, you should notify, in a timely manner, the nurse manager of the medical facility and Oasis Medical Staffing.

3. If any problem arises on an assignment, you must call Oasis Medical Staffing immediately. DO NOT get into an argument with the medical facility management or care workers. Never leave an assignment without first calling and discussing the matter with Oasis Medical Staffing management.

4. Under no circumstances should you take home property that belongs to a medical facility/client.

5. Personal telephone calls or texting are to be made on break time only. Calls should not be made or received on client’s phones. Internet use is prohibited unless directed by facility staff, and is a direct requirement of the assignment.

6. You are expected to arrive on time to all assignments. If an emergency or any situation arises causing you to be greater than ten (10) minutes late or absent from your assignment, you must notify Oasis Medical Staffing immediately, with contact being made prior to the scheduled start of the shift. Failure to notify Oasis Medical Staffing that you cannot report to a work assignment can result in termination.

7. Continuous cancellation of assignments once you have made a commitment is not acceptable and may be cause for termination. It is recommended that at least eight (8) hours cancellation notice be given to Oasis Medical Staffing prior to the start of shift you are available for. Any cancellations made within 8 hours of confirmation time will be recorded in your personnel file, and may impact your being assigned to facilities if the call offs are found to be regular.

____________________            ____
Signature                                  Date
8. Your rate of pay is a personal matter and is not to be discussed with staff in other facilities or any Oasis Medical Staffing employee.

9. All licensed nurses must have in their possession at each assignment, a current license, CPR card, other credentials, Photo ID and Oasis Badge that can be presented at the request of facility’s management. Plan on arriving to your first shift at a facility approximately 10 minutes early to allow for facility required paperwork. If you are sent home as a result of not having your required credentials, you will be considered to be a No-Call, No-Show for not arriving prepared for your assignment.

10. Dress attire for all assignments should be in strict accordance with medical facility/client dress code.

11. You are responsible for signing in and out on the Oasis Medical Staffing Sign-in sheets at each facility worked. Generally, these Oasis Sign-in sheets will be located in the facility’s Nurse Staffing Office. We invoice the facility based on the information on the Sign-in sheet. If you do not sign, or sign out, or make other errors on the Oasis Medical Staffing Sign-in sheet, you may not be paid. It is up to you to correct the errors you caused to the Sign-in sheet. Paychecks are issued every Monday and may be picked up at the Upland office after 3PM on Payday. Direct Deposit is available by request to all Oasis employees.

12. Overtime is paid for all hours worked over the first 8 hours per day. You must have the Charge Nurse, Unit Manager or Nursing Supervisor pre-authorize at least one hour before overtime will commence. With any instance you have authorized overtime, you must personally watch them sign the Overtime Authorization section on the Oasis Medical Staffing Sign-in sheet before you leave your shift.

13. When calling Oasis Medical Staffing in the evening (after 5:00 pm) or on the weekend (5:00 pm Friday through 9:00 am Monday), please limit your calls to availability, schedule changes or additions for the weekend. Questions regarding payroll, taxes or other general subjects are better answered during weekday hours, Monday through Friday, 9:00 am to 5:00 pm.

14. If the facility/client requests you to work, please contact Oasis Medical Staffing Coordinator. Any shift not confirmed by and through Oasis is not considered to be confirmed.

____________________            ___________
Signature                                  Date
15. If you are not on assignment and are available to work, please call the Oasis Medical Staffing office daily to keep us informed of your availability. When you give Oasis Medical Staffing your availability to work, you are obligated to go to work unless you or the hospital cancels under the cancellation policy. If seven (7) consecutive days have elapsed since you have provided availability to work, you will be considered to have voluntarily deactivated your employment with Oasis. To reactivate and be considered for assignments, you must call the office with availability.

16. There is a confirmation policy for staff that works in hospitals and nursing homes. Oasis Medical Staffing is required to give you confirmation notice as follows:
   a. Up to 2 hours prior to the beginning of the shift

17. You understand that employment with Oasis is not continual, but on a per-assignment basis. You recognize that appropriate assignments may not be available, and agree to call at least once a week to make your availability known when seeking a new assignment. Extended employment with Oasis is neither implied nor expressed.

18. **** IMPORTANT **** Confirmation time is two hours before the scheduled start of each shift. If you have given availability to Oasis and haven’t heard from our office confirming or canceling a particular shift, you must call at 5am if you gave availability for the morning shift, and 5pm if you gave availability for the evening shift to. If Oasis is unable to speak with you by telephone to inform you of a confirmation, you will be cancelled from the facility as a late-cancel and charged four (4) hours at the rate of pay of the first four (4) hours of the shift you were to work. Lapses of this policy may result in termination of your employment.

19. Employee is required to give Oasis Medical Staffing cancellation notice as follows:
   a. Minimum 2 ½ hours prior to any shift for which availability was given.
      If you notify Oasis Medical Staffing of a cancellation after this time, you will be charged four (4) hours at the rate of pay of the first (4) hours of the shift you were to work.

20. You recognize the rights of Oasis Medical Staffing and agree not to be employed by a medical facility for a period of One hundred Eighty (180) working days following the termination of your last assignment with medical facility.

21. You recognize that Oasis Medical Staffing is conducting a background check in order to help you gain employment within long-term care, assisted living facilities, and/ or hospitals. You give Oasis agency your permission to produce a copy of the report to any perspective facility.

____________________            ___________
Signature                                  Date
22. Employee recognizes they must complete and pass a 10-panel drug screen as a prerequisite to employment with Oasis Medical Staffing. Employee (or prospective employee) agrees to incur the cost of the 10-panel drug screen through Concentra Industrial Clinic or other lab designated by Oasis Medical Staffing at an approximate cost to employee of $36.00. This cost will be deducted sometime between employees first through 5th Oasis Medical Staffing paycheck. If employee does not work shift through Oasis Medical Staffing and earn a paycheck, then employees agrees to be billed directly by Oasis Medical Staffing and agrees to pay Oasis Medical Staffing directly for the 10 panel drug screen.

23. It is the employee’s responsibility to keep your credentials updated in compliance with state law. Oasis will attempt to provide courtesy reminders of expiring credentials, but it is your responsibility to ensure your credentials do not lapse/expire. After Oasis contacts you regarding expired requirements, you have 14 days to complete/provide the required documents. If you allow your file to contain expired documents, you will be considered voluntarily inactive until you provide the required documents.

I have read and understand the Standards and Expectations outlined by Oasis Medical Staffing. I have also retained a copy for reference when necessary.

___________________  _______________________
Signature                                                                 Date

_____________________
Employee name (printed)

Please request a copy of the preceding pages of this document for your records.